
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 974-1629

TO: All Interested Parties

FROM: Barry Wood, Assessment Division Director

DATE: April 21, 2015

RE: 2015 Level I & Level II Assessor Appraiser Certification Examinations

The objective of the Level I and Level II examinations, in accordance with IC 6-1.1-35.5-3, is to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open to anyone at no charge. However, in accordance with IC 6-1.1-35.5-7, “a person who is successful on the level one examination may apply for and take the level two examination.” Therefore, you must take the examinations in order, and the examinations cannot be taken on the same day. You must pre-register for the examinations.

Tutorials

The 2015 Level I and II Tutorials and Examinations use the **2011** Real Property Assessment Manual and Guidelines and the SIX (6) 2015 PowerPoint Level I and SIX (6) 2015 PowerPoint Level II Tutorial Courses and Review Material Problems that can be downloaded from the Department of Local Government Finance’s (“Department”) website at <http://www.in.gov/dlgf/7533.htm>. A review exam for each level is also available.

If you need assistance printing a copy of the tutorials, please contact Donna Bratcher at the Department at (317) 233-0166 or dbratcher@dlgf.in.gov.

Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.

Examinations

The examinations are open book. In order to answer some of the questions on the exam, you will need to work problems similar to those in the tutorial and on the Review Exam. The examinations will consist of 50 multiple-choice questions of two points each. A passing grade is 70 points.

The proctor for the examination will not answer questions regarding the Level I and II materials prior to or during the examination. Please contact the Department staff prior to the examination day with any questions regarding the course materials at Level1@dlgf.in.gov or Level2@dlgf.in.gov.

The examination will run five (5) consecutive hours from the beginning of the examination at approximately **10:00 a.m.**, but will end no later than **3:00 p.m.** local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for restroom breaks or to get a snack or drink.

You **MUST pre-register** using State Form 55818 (attached) no later than 1 week prior to the examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) registrations must be received or the examination will be cancelled. Registrants will be notified by e-mail if the examination is cancelled.

Special Accommodations

If you have a physical impairment that will require special accommodations, the Department asks that you provide advanced notification. Please contact Barry Wood, Assessment Division Director, at bwood@dlgf.in.gov or by fax at (317) 974-1629 stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

What to Bring With You

For Level I:

Since the exams are open book you should download, print, and bring the six (6) sections of the **2015 tutorial**: 2015 Level I Cost Approach, 2015 Level I Income Approach, 2015 Level I Neighborhood Factor, 2015 Level I Personal Property, 2015 Level I Sales Comparison Approach, and 2015 Ratio Study. Also, bring residential and agriculture property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011 Real Property Assessment Manual & Guidelines**, pencils or pens, calculator, a ruler, and scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

For Level II:

Since the exams are open book you should download, print, and bring the six (6) sections of the **2015 tutorial**: 2015 Level II Cost Approach, 2015 Level II Golf Course, 2015 Level II Income Approach, 2015 Level II Personal Property, 2015 Level II Sales Comparison Approach, and 2015 Ratio Study. Also, bring commercial and industrial property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011 Real Property Assessment Manual & Guidelines**, pencils or pens, calculator, a ruler, and scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.**

Exam Locations

Fort Wayne

Ivy Tech Community College Northeast

Coliseum Campus

3800 N Anthony Blvd

Room CC1362

Fort Wayne, IN 46835

<http://www.ivytech.edu/northeast/locations/coliseum.html>

Indianapolis, Indiana Government Center South Conference Center

302 W Washington St

Conference Room 22

Indianapolis, IN 46204

317-233-0166

<http://www.in.gov/idoa/2375.htm>

Valparaiso

Ivy Tech Community College Northwest

Valparaiso Campus

3100 Ivy Tech Drive

Room D119

Valparaiso, IN 46383

219-464-8514

<http://www.ivytech.edu/northwest/>

Vincennes

Vincennes University

Indiana Center for Applied Technology (IACT)

1500 N Chestnut St

Vincennes, IN 47591

812-888-4309

<http://www.vinu.edu/about-us>

LEVEL I AND LEVEL II ASSESSOR-APPRAISER EXAMINATION REGISTRATION

State Form 55818 (4-15)

INSTRUCTIONS : *Print your contact information below. Check the box indicating the date and exam for which you are registering. E-mail or fax the form to:*

*Donna Bratcher
Administrative Assistant
Department of Local Government Finance
dbratcher@dlgf.in.gov
Fax: (317) 974-1629*

Please PRINT

Name: _____

Work Title: _____

Date of Birth (mm/dd/yyyy): _____

Employer: _____

Mailing Address: Home or Business (*Please circle one.*) _____

City, State, and Zip Code: _____

County: _____

Daytime Telephone Number: _____

Home Number: _____

Cell Number: _____

E-mail Address: _____

(Confirmations will be sent via e-mail only, one week prior to exam date.)

Check the box for the exam for which you want to register.

Level I	Level II	Date	Location
		June 1, 2015	Indianapolis, Indiana Gov't Center South Conference Center, Room 22
		June 15, 2015	Valparaiso, Ivy Tech Room D119
		July 6, 2015	Indianapolis, Indiana Gov't Center South Conference Center, Room 22
		July 24, 2015	Vincennes, Indiana Center for Applied Technology
		August 3, 2015	Indianapolis, Indiana Gov't Center South Conference Center, Room 22
		August 28, 2015	Co Assessor's Association Conference (must register with the Assoc.)
		September 14, 2015	Indianapolis, Indiana Gov't Center South Conference Center, Room 22
		September 25, 2015	Fort Wayne, Ivy Tech Coliseum Campus, Room 1362
		October 19, 2015	Indianapolis, Indiana Gov't Center South Conference Center, Room 22
		October 23, 2015	Valparaiso, Ivy Tech, Room D119
		November 16, 2015	Indianapolis, Indiana Gov't Center South Conference Center, Room 22
		December 11, 2015	Indianapolis, Indiana Gov't Center South Conference Center, Room 22